

## Memorandum

To: Designers of Alternative Onsite Sewage Systems (AOSS)

From: Rappahannock Area Health District

Subject: Operation and Maintenance Manuals

Date: December 16, 2009

As you are aware, the health department currently requires the submission of an operation and maintenance manual for each alternative onsite sewage system (AOSS) prior to the issuance of an operation permit. This requirement is typically satisfied with the submission of a paper document or multiple documents that may include dozens of pages. This is somewhat burdensome to all parties involved, it is wasteful, and it is creating a problem with health department file space.

The Rappahannock Area Health District has created a catalog of AOSS operation and maintenance manuals. This catalog will be posted on our external website at [www.vdh.virginia.gov/lhd/rappahan/onsite/](http://www.vdh.virginia.gov/lhd/rappahan/onsite/) (click on "AOSS O&M Manual Listing"). A copy of the current catalog dated November 10, 2009 is attached.

In lieu of submitting paper documents, system designers are encouraged to reference the appropriate manual or manuals from our district catalog. This reference shall be made on the Completion Statement.

Example:

If the installed system included an E-Z Treat Sand Filter and a GeoFlow drip field the designer could specify the following on his/her Completion Statement:

- \* The O & M Manual(s) for this system are as follows:  
Reference: 10 November 2009 RAHD Catalog of Alternative Sewage System O & M Manuals
  - #14a (E-Z Treat Sand Filter) Operation and Maintenance (no date, 10 pgs.)
  - #15a (GeoFlow) Wastewater Design, Installation and Maintenance Guidelines (Jan. 2004, Version II, 45 pgs.)

The RAHD catalog will periodically be revised. Be sure to reference the appropriate catalog by date. We expect a revised (updated) catalog to include the same information as a previous catalog with new manuals added to the end. This way references to a specific manual will not change.

There will be instances where an appropriate operation and maintenance manual will not be listed in our catalog. There may also be cases where the designer has additional O&M requirements. In these cases, paper documents will need to be submitted.

If you have your own or a manufacturer's manual that is not listed, and you would like to include the manual on the RAHD listing, please send RAHD the manual in electronic format (pdf). The manual should include the minimum information required by the "Emergency Regulations for Alternative Onsite Sewage Systems" or their successor.

Should you have any questions please contact one of the local health departments in the Rappahannock Area Health District.